

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

15 November 1950

MEMORANDUM FOR: All Assistant Directors

SUBJECT: Administration

1. Enclosed herewith for your information is an organization chart of the Executive's office, which has been made effective today.

25X1A 2. Preliminary to amendment of [] which it is contemplated may include functions other than the Executive's office (such as the new Office of National Estimates), this memorandum is to serve as formal advice of the general duties of the individuals named on the chart. The duties of these officers will be agency-wide and they will exercise the same authority and have the same responsibility as the Executive within the spheres of operation indicated. All personnel within the indicated fields will become their responsibility though at times assigned for duty under other direct commands. Their names, titles, and very brief statements of their duties are as follows:

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E. R. Saunders	Comptroller	Supervision of all CIA financial matters.
L. R. Houston	General Counsel	In charge of all CIA legal and regulatory problems, including legislative liaison.
Sheffield Edwards	Security Officer	Will operate as I&SS has heretofore.
W. J. Kelly	Personnel Director	In charge of all personnel problems of the Agency, except those under the "Training" section.
W. L. Peel	Services Officer	In charge of and full responsibility for all "services of common concern" to the various elements of the Agency, such as telephones, transportation, space requirements, etc.
Matt Baird	Director of Training	As of 1 January 1951, this division will be primarily concerned with developing a program of career training. At a later date it will coordinate and supervise all training.

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<div style="border: 1px solid black; width: 150px; height: 15px; display: inline-block;"></div>	Supply Officer	In charge of all procurement of any kind for the Agency.
John R. Tietjen	Medical Officer	Will operate as heretofore.
James D. Andrews	Assistant to The Executive	Special analysis of management problems for the Executive and others as required.

3. Each of the above officers will eventually consult with each Assistant Director (to the extent it appears mutually advisable) to determine ways and means of making their functions more effective and efficient in support of the operations of the Agency.

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Executive

1 attach. Organization chart

Copies to:

Director	}	with copy of attachment
Deputy Director		
Chief, Advisory Council)		
Comptroller		
General Counsel		
Security Officer		
Personnel Director		
Services Officer		
Supply Officer		
Medical Officer		